



<b>POSTING NUMBER:</b> HR-0104		<b>ISSUE DATE:</b>	August 18, 2014
<b>TITLE:</b> Administrative Analyst 1, Fiscal Management (Housing Chief Financial Officer)		<b>CLOSING DATE:</b>	September 2, 2014
<b>DIVISION / UNIT:</b>	Sandy Recovery Division	<b>SALARY RANGE:</b>	R29: \$74,251.79 - \$105,891.38
<b>LOCATION:</b>	101 S. Broad Street, Trenton, New Jersey		
<b>POSITIONS:</b> 1	<b>DISTRIBUTION:</b>	STATEWIDE	

**DESCRIPTION OF MAJOR DUTIES:** Under the direction of the Chief Financial Officer (CFO) directly supervise the operating budget for the housing portfolio of CDBG-DR programs that comprise the Sandy Recovery Division. Work with the various program managers of RREM, LLRP and other housing programs to develop budgets, forecasts, and track expenses against them. Work with the Contract Manager CFO to ensure that the contractor expenses are correctly attributable to the correct programs. This position requires attention to controls and ensuring the appropriate checks and balances are incorporated in all the financial processes. The successful candidate will develop/review projections of staffing and non-personnel costs on an on-going basis for multiple partner programs; provides tracking mechanism; recommend changes in budgeting strategies as costs change due to operational shifts, staff turnover and other factors. Provides forecasts to highlight potential under or over expenditures to program administrators and recommend course of action. Coordinate Sandy Division Program partners with Finance Operations and Contract Management; work with the Partner/Sub-recipients Program Managers to resolve problems in accounting, purchasing, internal audit and finance and other areas. Respond to request for budgetary and forecast information relating to individual program portfolio and oversee all financial details surrounding the programs supported by the position.

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses.

**EXPERIENCE:** Four (4) years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

**PREFERRED QUALIFICATIONS:** The State is seeking a self-starter who is motivated, resourceful, has an interest in program operations and can work exceptionally well with others. Candidates selected for consideration are analytical, highly organized, detail-oriented, as well as can see the big picture. Knowledge of Advanced Microsoft Office program skills, specifically Excel and PowerPoint; Knowledge of order to cash processes; Knowledge of budget/reporting systems—Hyperion, COGNOS, other; Excellent collaborative skills; Experience in a decision support role.

Familiarity with contract management, process management particularly around financial flows. Adept at Excel, Powerpoint. Strong analytical skills; excellent teaming/collaborative skills.

**NOTE:** Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate in one of the areas listed above may be substituted for two (2) years of experience.

**LICENSE:** Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR#0104  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*